

**ME Open Forum
WebEx Meeting
May 15, 2020**

Participating:

Adrian Buganza Tepole	Holly Englert	Mike Sherwood
Ajay Malshe	James D. Jones	Morgan Murphy
Amy Marconnet	James E. Braun	Nicole Key
Andres Arrieta	Jared Pike	Partha Mukherjee
Anil Bajaj	Javan Greeson	Patricia Hunt
Benxin Wu	Jeff Rhoads	Pavlos Vlachos
Bert Gramelsbacher	Jeremy Wampler	Peter Meckl
Betsy Baxter	Jitesh Panchal	Qingyan Chen
Bob Lucht	John Pearson	Richard Buckius
Bumsoo Han	John Wheeler	Robin Sipes
Carl Wassgren	Jong Hyun Choi	Sadegh Dabiri
David Warsinger	Julia King	Salil Bapat
David Capperleri	Justin Weibel	Sameer Naik
Davide Ziviani	Kai Min Li	Scott E. Meyer
Davin Piercey	Kay Shepherd	Satish Boregowda
Eckhard Groll	KBA	Sheri Tague
Elizabeth Henning	Kejie Zhao	Sheryl Willison
Emma Cox	Klod Kokini	Song Zhang
Euwon Bae	Kristi Moses	Steve Florence
Farshid Sadeghi	Kyle Rice	Steve Kessler
Fu Zhao	Liang Pan	Steve Son
Galen King	Marisol Koslowski	Stuart Bolton
Gordon Penock	Martha Lucht	Tami Armstrong
Greg Jensen	Marty Mylarnaik	Thomas Siegmund
Greg Shaver	Metin Omek	Tina Denson
Guillermo Paniagua	Michelle Arthur	Xiaomin Qian
Hasti Veeraghava	Mike Logan	

1. Announcements – Eckhard

- Amy Marconnet received the 2020 ASME Bergles-Rohsenow Young Investigator Award in Heat Transfer
- Ajay Malshe is one of the top 20 most influential professors in the area of manufacturing
- Stuart Bolton received the 2020 ASME Per Bruel Gold Medal in Noise Control and Acoustics

2. Update on Undergraduate Programs

- Grade Changes – Kyle Rice:
 - Ask Kyle Rice if you have any questions with respect to grade changes.
 - If you need to change a grade, Form 350 needs to be filled out and signed by the instructor.
 - Do not send this form in an email. Use a file sharing mechanism, such as File Locker.
 - The best way to send multiple grade changes is to get them all filled out, sign them, combine them as PDF-files in a zipped folder, then upload the zip-file to File Locker, and submit the folder to Kyle.

- Cheating – Jim Jones
 - Follow your syllabus, it's a binding document
 - Practice consistency
 - In courses with multiple divisions, the instruction team needs to pursue sanctions consistently as outlined on the syllabus.
 - Cheating is not restricted to just using Chegg.com, it also appears that students may have worked together on the exams.
 - We will discuss this more over the summer as we prepare for the fall.
 - If you have a large number of violators, the Dean of Students is permitting us to do a generic description of what happened, and then only one Excel spreadsheet with all the pertinent information, such as student names, PUIDs, etc.
 - However, for grade changes, the registrar's office requires one Form 350 for each individual student.

Questions/ comments:

- Pavlos V: What was the rate of cheating?
 - Jim B.: In ME 200, 121 unique students out of maybe 450 students accessed chegg.com during exam #3, the final exam, or during both exams.
 - For students, who already have an F in the course, which is a significant percentage, no additional grade change is necessary, right?
 - That's correct
 - Carl: What if a student chose the pass/no pass option and they were caught cheating? Would that still be a no pass or would that be changed?
 - It would be no pass
- Other UGrad Program Updates – Jim Jones
 - Return to face-to-face instruction in our lab courses. We are seeking either a larger room or splitting the students into smaller groups and doubling the number lab sections. We may be pursuing some combination of both.
 - Some face-to-face instruction may be possible for our lecture-based courses by splitting students in three groups and have a rotation of who is in the classroom.
 - For the students not in the classroom, lectures need to be recorded and posted. Recording can be done with boiler cast.
 - Accommodate students who need or want to study remotely as much as possible.
- Questions/Comments:
- Klod K.: Some of us are part of what they call the high-risk population. Is there any consideration to provide instructors with a physical barrier that can be protective for those instructors, who will try to teach inside a classroom?
 - Jim J.: Hand sanitizers, masks, gloves, sanitary wipes, and automated sinks will be available. If any of our instructors are not comfortable being in class, e.g., because they are in the higher risk population and do not want to take the risk, the safe thing to do is to eliminate the risk and team fully remotely. That is an option that is available to anybody.
 - Jeff: He was told by Physical Facilities that they are procuring large amounts of polycarbonate/plexiglass items as physical barriers. However, his understanding is that the prioritization will likely go to office spaces first where students have to interact with faculty and staff before classrooms. As long as they have time, which they do, these items will probably go to large classrooms next.

- Peter: Regarding the desire of students to potentially not attend face-to-face instruction of design and lab courses. This means that even if there is just one person, who does not want to come to class, the instructor will have to develop a virtual lab for that one person or however many other students decide to do the same. Therefore, it will be important to know if there are any such students in the course well before the course starts.
 - Jim: He encourages all fall instructors to view their class list now and reach out to those registered so far and open a dialogue with them to see if there are ones that are not comfortable with face-to-face instruction. This way, instructors will already know that they are going to need to plan for this option. If there are no students uncomfortable, the instructor could possibly take the risk. However, the problem is that there are always going to be students who are registering at the last minute.
- Carl: For an asynchronous class, such as ME 309, is it possible to still have face-to-face proctored exams and quizzes for those students, who are willing to do that?
 - Jim: The challenge will be finding classrooms or other spaces that are large enough to handle large class sizes. Such spaces are NOT very easy to find on campus. It may also depend on how much the regular classrooms are being utilized. Nobody has answered this question yet. The Purdue administration is still trying to collect this data.
- Carl: Specifically, what he was thinking of doing is reserving a room all day long, and then having students come in at different times to maintain social distancing and taking different versions of the quiz or exam. Of course, the instructor will have to make up many different versions of the quiz or exam to do that.
 - Jim: He thinks that this may be possible, because he thinks that there will be instructors who will not use classrooms at all.

3. Research Ramp-Up – Jeff

- Currently, the research on campuses is probably at a 10% level.
- The research ramp-up task force is currently in the process of developing protocols, procedures, assessment plans, etc. to bring research back online across the University. The target date to be back to some level of new normalcy is probably something like late June or early July. Bringing research back takes a lot of work. It is a very different challenge than conducting our undergraduate or graduate education enterprise, because of the liability associated with a lot of the research work.
- Faculty will receive a request for self-evaluation of their laboratories with respect to PPE they need to maintain for safe operations of both 30 days and 90 days.
- There might be a shortage of supplies, including ethanol, masks, etc.
- A form has been developed and will be distributed shortly. Faculty should think of it as an addendum to the upgraded safety plan that they have to fill out for their laboratory spaces as part of our annual process. the laboratory preparedness to handle COVID-19 will become the responsibility of the advising faculty member as they start research back up.

Questions/Comments:

- Peter: He attended one of the webinars this week, and the impression he got is that rather than delegating the responsibility to the department/school or the individual labs, the responsibility for inspecting and ensuring that everyone follows protocol will be done building by building. It will be then up to each individual researcher/individual PI to follow procedures within the building. To do that, people will have to follow an honor system. Is that a correct assessment?
 - Jeff: Yes, at a base level that is correct. A set of protocols was approved and then trust is certainly the first phase rollout. There has to be trust that researchers will do the

right thing. In the next step, it will be determined whether they are going to set up inspections at a school/department level or college level.

- Mike L: One of the items that was mentioned in the web meeting was making sure that the SOPs were actually space oriented and not PI oriented. So, all our shared research labs are going to require significant collaboration so that there is a single point of information. The other item they mentioned is trying to have departmental or space level individuals to help with the SOP evaluation. There would be a central team as well as a local team. For example, the building deputy would be a good source to know what is happening in the space and provide governance of that space.
 - Jeff: He did not want to go in too deep because some of these things have not been fully decided yet. Certainly, building deputies can assess the building readiness. However, there has been a little bit of pushback of having the building deputy serve on the assessment teams for multiple reasons. The building deputies across campus work on non-exempt status. So, they are trying to limit the amount of functions they have to have. For a school as large as ours, it is probably much more likely that the safety committee would be the ones that eventually do this.
- Ajay M: I have a question for Jeff and other colleagues. There are some projects ruled by the federal government addressing the specific needs of COVID-19 as potential solutions. Are there any specific points in respect to the delivery, the time urgency? Are there any guidelines or suggestions officially?
 - Jeff: There are five or maybe six categories of critical research that are allowed. Category one is research related to COVID-19 projects. The critical research definitions have been fairly carefully vetted. They are on the EVPRP website. The definitions are actually the same for Purdue as well as at IU because they were actually approved by the governor's office. Certainly, COVID-19 related research is at the top.

4. Update on Graduate Programs – Nicole

- There's a little bit of uncertainty in the details of how we register international graduate students who would like to enroll in August but cannot come to campus due to visa delays. We are waiting on guidance from the Graduate School on the logistics of this.

5. Undergraduate Summer Team Projects – Song & Julia

- We have received a total of 255 student applications so far
- We have a total of 38 projects to fill with students.
- 187 available positions
- 97 students have already accepted offers, 48 offers are pending
- We are now discussing how to continue this program in future years.
- Thank you to Song and Julia

6. Facilities – Peter

- Nothing to add to what was previously mentioned

7. Open Discussion – All

- Ajay: Would like to thank faculty and staff who participated in the video wishing congratulations to the class of 2020 and recognize Jared for his outstanding work.

- Eckhard: He also thanked Jared for his outstanding work. He mentioned that Jim J. shared the video with the Alina A. in the Dean's Office. She mentioned that it was the best such video within the CoE.

8. Summer Schedule – Eckhard

- The next ME Open Forum will be on May 29th at noon. At this meeting, we will decide if we will continue on a bi-weekly basis or if we change the frequency.
- The ME Cabinet meetings will continue on a bi-weekly basis.
- The ME Leadership team meeting will continue in August with the start of the fall semester.
- The ME Faculty/Staff Retreat is currently scheduled for Wednesday August 19th during the week before school starts. We will have a faculty retreat from 8:00 am to noon. The staff will join the faculty at noon for lunch and a combined faculty/staff early afternoon session. The staff retreat will then continue until 5:00 pm.